

## General Procedures for getting an ID

Operating hours are 0800-1630 M-F. The shortest waiting time is normally in the morning between 0800-1200. Military personnel in duty uniform (physical training uniform not acceptable) will have priority over other customers between 0800 and 1000 week day (excluding holidays). Commanders in the grade of O6 and CSM may make an appointment by calling extension 3-7311. ID cards can be renewed 30 days before expiration. POC is Lakesha Mulheron at extension 3-6705.

The Department of Defense (DoD) provides members of the Uniformed Services with a distinct ID card identifying them as active duty or retired members and authorizing them to receive Uniformed Services' benefits. The DoD also issues members' eligible family members and other eligible individuals a distinct ID card authorizing them to receive Uniformed Services' benefits and privileges.

Proper identification and documentation are required for services to be provided. Categories below list the required documents for identification card issuance.

### ACTIVE DUTY

- Expired Cards: Soldier will need previously issued active duty ID card and Extension or Reenlistment documents.
- Grade change: Promotion order
- MP Confiscation: DA Form 4137 (Evidence of Property Custody Document)
- Lost ID Card: soldier must have some other form of picture identification; Soldiers without picture ID must have a birth certificate and social security card. For Soldiers assigned at Fort Detrick, a written statement from the unit commander or first sergeant verifying Soldier's identification is sufficient.

### RETIREE

Retirement order or DD form 214

### SPOUSE, CHILD UNDER 21 YRS OF AGE

For initial issuance a certified copy of marriage certificate, birth certificate, Social Security Card, and DD Form 214, if prior military. If child is born out of wedlock, then a male sponsor must have a court order that established paternity and the child's birth certificate or an approved dependency and residency determination (requesting forms may be obtain from the ID Card Section serving their respective branch of service).

For renewal, the sponsor must be present to sign DD Form 1172 (ID Card Application) or the spouse must have the sponsor's Power of Attorney to sign for the sponsor in his/her absence or the spouse must have a DD Form 1172 not more than 90 days old signed by the sponsor and verified by his/her servicing ID Card Section.

### CHILD, AGE 21-23

The child must be enrolled in college as a full-time student. Requires a letter from the school Registrar's office certifying that student is enrolled full-time and provides the start date and the expected date of graduation. The letter must be on school letterhead. The sponsor must be present to sign DD Form 1172 (ID Card Application) or the spouse must have the sponsor's Power of Attorney to sign for the sponsor in his/her absence or the spouse must have a DD Form 1172 not more than 90 days old signed by the sponsor and his/her servicing ID Card Section.

### INCAPACITATED CHILD OVER AGE 21, PARENT/PARENT-IN-LAW DEPENDENCY (ARMY)

Dependency determination is required for a child 21 years of age who is incapacitated and for parents/parent-in-laws, provided the sponsor is supporting these dependents with at least 50% of their living expenses. A copy of the approved dependency determination is required for ID card issuance. The sponsor must be present to sign DD Form 1172 (ID Card Application) or the spouse must have the sponsor's Power of Attorney to sign for the sponsor in his/her absence or the spouse must have a DD Form 1172 not more than 90 days old signed by the sponsor and his/her servicing ID Card Section. All others must process their requests through their respective branch of service.

Incapacitated Child 21 years of age: DD Form 137-5 which can be obtain from the ID Card Section, birth certificate, medical statement verifying the dependent's medical incapacitation is permanent or temporary, retirement order (if sponsor is retired), letter from the Social Security office verifying whether the child is receiving social security benefits, and if so, who social security number the benefits are being received under.

Parent/Parent-in-Law: DD Form 137-3, which can be obtained from the ID Card Section, sponsor's birth certificate, if it is the sponsor's parent, spouse's birth certificate and marriage certificate, if it is spouse's parent. If the parent has medical problems, a medical statement is required. If the sponsor is retired, retirement order or DD Form 214 is required in addition to the other document listed.

## **NEWBORNS**

All newborns must be added to DEERS. A copy of their Birth Certificate or Certificate of Birth and social security number are required. The sponsor must be present to sign DD Form 1172 (ID Card Application) or the spouse must have the sponsor's Power of Attorney to sign for the sponsor in his/her absence or the spouse must have a DD Form 1172 not more than 90 days old signed by the sponsor and his/her servicing ID Card Section.

## **FORMER SPOUSE (ARMY)**

Unmarried former spouses can continue to keep their dependent ID card privileges provided they meet the following criteria: The member served at least 20 years creditable service for retired pay, the marriage lasted at least 20 years, and the marriage and service overlapped by at least 15 years. The number of years overlaps in marriage and service determines the extent of benefits authorized. The former spouse must present a certified Marriage Certificate, Divorce Decree, sponsor's DD Form 214 or retirement order and picture ID. All others must process their requests through their respective branch of service.

## **RESERVE/NATIONAL GUARD**

Initial Issue of ID card requires a copy of their enlistment contract. A DD Form 214 can be used if it reflects the reserve obligation date.

## **INDIVIDUAL READY RESERVE**

Individual requires enlistment contract or commissioning oath of office.

## **100% DISABLED VETERAN**

The veteran requires a letter from the Veterans Administration stating he/she is 100 percent disabled service-connected. The letter must state whether the DAV is scheduled for future examinations. A DD Form 214 and picture ID are also required.

## **DoD CIVILIAN EMPLOYEE**

Employee requires two forms of identification (state ID, old civilian ID card, etc) and an AKO account email address (Army civilian must have) or other working email address.

## **RETIRED DEPARTMENT OF THE ARMY CIVILIAN**

Individual requires a Standard Form 50 showing retirement from Fort Detrick or Fort Ritchie and picture ID, such as driving license.

## **CONTRACTOR**

Individuals require two forms of identification and an AKO account email address. All contractors require a DD Form 1172-2 signed by verifying official (normally the COR). A DD Form 577 must be on file in the ID Card Section for the verifying official. The contractor must sign the DD Form 1172-2 in front of the verifying official or the contractor signature must be notarized. The start date and ending date of the contract must be completed in block 33 & 34.